

State of Arizona Developmental Disabilities Planning Council
Annual Planning Retreat
Friday, April 13, 2012, 9:00 a.m. – 4:00 p.m.
Crowne Plaza Hotel, 4300 East Washington Street, Phoenix

MEETING NOTES

Welcome and Introductions

Participants were welcomed and introductions made, including Will Humble, ADDPC Chairperson; Larry Clausen, ADDPC Executive Director; Sheryl Matney, Technical Assistance Manager, National Association of Councils on Developmental Disabilities; and B. J. Tatro, B. J. Tatro Consulting (facilitator). Each person present introduced themselves and shared a “gift” (asset) that they bring to the work of the Council. Members and staff were seated with the Committee to which they belong, i.e., Self-Advocacy, Integrated Employment, and Empowerment through Information.

Desired Results for Today’s Retreat/Review of the Agenda/Items of Respect

B. J. Tatro reviewed the desired results for today’s retreat, which are: 1) potential updates to the State Plan, 2) clear and measurable plan for the next fiscal year, 3) stronger engagement of members in the work of the Council, and 4) a clear approach to public policy work.

Following this, B. J. reviewed the agenda for the day and then asked participants for “items of respect” that they would like honored during the day. They identified the following: 1) stay on agenda, 2) no side talking, and 3) cell phones off or muted.

Our Mission, Vision, and Values

Members took turns reading the Council’s mission, vision, and values so that we could keep these foremost in our minds while updating the State Plan and doing the day’s work.

Update on National Issues/ Measures of Success

Sheryl Matney provided an update on national issues that are likely to have an impact on the work of the Council. Issues included: 1) funding, which is increasingly being linked to outcomes, 2) self-advocacy, which is a required State Plan goal; 3) employment for persons with developmental disabilities, which Arizona’s State Plan already addresses and which used to be a required goal (and may become one again), and 4) seclusion and restraint. Sheryl indicated that the DD Act is not likely to be reauthorized, but we will have to wait and see. If there is a re-authorization effort, there could be major changes in the Act. Sheryl noted that many recommendations are coming out of self-advocacy summits being held around the country.

In the ensuing discussion, it was noted that the U.S. Equal Employment Opportunity Commission needs to take an active role in promoting employment of persons with developmental disabilities. Sheryl stated that the Administration on Developmental Disabilities has been looking at how Federal partnerships can facilitate accomplishment of its goals. This is one example that she will take back to them.

Sheryl noted that the true measure of success is sustainability—will what you have built continue on when the State Plan funding devoted to it goes away. The goal is systems change; that is, as a result of the work of the Council and its partners, persons with developmental disabilities (and families and caregivers) are better able to get what they need to participate actively in the life of the community and live the lives they want to live. In the world of systems change, the Council would take on more of a leadership role, rather than a managerial role. Increasingly, the Council should be focusing on its mission, vision, and values and holding other agencies and organizations to those values.

Update on Goal-Related Activities

There were handouts in the meeting packets related to the updates provided by ADDPC staff; therefore, the content is not repeated below.

Self-Advocacy

Marcy Crane provided an update on grants and accomplishments in the area of Self-Advocacy.

Integrated Employment

Michael Leyva provided an update on grants and accomplishments in the area of Integrated Employment.

Empowerment through Information

Lani St. Cyr provided an update on grants and accomplishments in the area of Empowerment through Information.

Website

Larry Clausen provided an update on the website design, noting a few changes in the web pages. It was recommended that there be an employment section, which includes recognition for businesses employing persons with developmental disabilities. It was also recommended that the website include success stories. Success stories could also be shared in Council meetings, as a standing agenda item.

Review/Update of Goals and Objectives

Members worked at their tables with their Committee to review the State Plan goals and objectives. They were asked to choose a facilitator, recorder, and reporter and then review the current goal and related objectives germane to their Committee. While we cannot make substantive changes to the goals and objectives without re-submitting the State Plan for public comment, we can clarify the language and develop targets for next year to submit with the State Plan update in August. Suggested changes are indicated below.

Goal #1: Build a self-advocacy alliance comprised of diverse advocacy organizations that is led by persons with developmental disabilities.

Objectives for Goal #1:

1. Develop/strengthen and pilot a self-advocacy alliance in at least one urban county (Maricopa and/or Pima) and at least one rural county.
2. Provide and/or link the alliance to training, technical assistance, and other resources, including community partners, to meet identified needs.
3. Expand the alliance to other areas of the state, particularly those that are unserved or underserved by self-advocacy organizations.

Fiscal Year 2013 Desired Results for Goal #1:

1. The alliance has been established in at least one rural and one urban community.
2. The alliance is linked to all alliance member organizations via the ADDPC website.
3. Unserved and underserved communities have been identified.

Potential Partners for Goal #1:

- Tribes
- Arizona Center for Disability Law (ACDL)
- Raising Special Kids
- Southwest Autism Research and Resource Center (SARRC)
- A Bridge to Independent Living (ABIL)
- The Arc
- University Centers for Excellence in Developmental Disabilities (UCEDDS)
- Student Groups/Schools/Administrators
- Chambers of Commerce and Business Leaders
- Governmental Entities
- Service Providers
- See also those partners identified in the State Plan

Goal #2: In partnership with individuals with developmental disabilities, their families, others who support them, and employers, advocate and expand capacity for community integrated employment.

Objectives for Goal #2:

1. Educate at least 30 persons with developmental disabilities, their families, and others who support them about post-secondary, transitional, and employment options, benefits, and opportunities.
2. Educate at least 10 key policymakers, key organizations, and other stakeholders about benefits of and barriers to community integrated employment for persons with developmental disabilities and influence them through advocacy.

3. In ~~partnership-conjunction~~ with current employers of persons with developmental disabilities and other key stakeholders, educate-partner with at least five key potential employers ~~about the benefits of and in developing~~ -strategies for employing persons with developmental disabilities, ~~and influence them through advocacy.~~

The Integrated Employment Committee originally considered rewriting objective #1 to read: *Minimally, 100 people with disabilities and their family members will be sufficiently informed through education/partnering to make decisions regarding community integrated employment and no fewer than 10% of those persons will be employment-ready (as defined by adopted criteria) or employed.* After reconsideration, it was decided to leave outcome targets in the evaluation plan rather than in the objective because not all factors necessary for success are within the control of the Council.

The Committee also considered adding the following objective: *Explore, incentivize, and serve as a catalyst to assist in the formation of a program [i.e., 501 (c) (3)] that serves students (16-22 years) with developmental disabilities with wrap-around comprehensive services from high school transition to community integrated employment.* After reconsideration, it was decided to embed the concept into the current objective #1, which was revised as noted above.

Fiscal Year 2013 Desired Results for Goal #2:

The Committee felt that the desired results were clearly stated in the objectives.

Potential Partners for Goal #2:

No additional partners were identified beyond those stated in the objectives and the State Plan.

Goal #3: Empower persons with developmental disabilities, their families, and others who support them by linking them to information that promotes and increases informed decision making about their choices and their quality of life.

Objectives for Goal #3:

1. Enhance the interactivity of the ADDPC website.
2. Provide information and/or link people to reliable information in a variety of formats on topics that are important to persons with developmental disabilities, their families, and others who support them.
3. ~~Educate~~ Provide information to at least ~~20-2,000~~ persons with developmental disabilities, their families, and others who support them about how to access the information they need/want.

The Empowerment through Information Committee identified some tasks for the objectives, which are as follows.

Objective #1:

Task 1: Implement; review strengths and weaknesses.

Task 2: Use Google diagnostics for feedback.

Task 3: Introduce a Council blog.

Task 4: Use social media (e.g., Facebook, Twitter).

Objective #2:

Task 1: Develop content; get commitment from the Council and contractors.

Task 2: Get contractors to deliver stories.

Task 3: Develop bulletin boards (goal themes).

Task 4: Develop PSAs with paid placement (employment).

Other Ideas:

- Build measurement into the site via Survey Monkey.
- Update web resources.

Fiscal Year 2013 Desired Results for Goal #3:

1. Place at least five personal stories on website/social media.
2. Create a bulletin board for each goal.
3. Establish a baseline using Google diagnostics/Survey Monkey to track website traffic.
4. Use data to increase traffic and interactivity.
5. Have at least one PSA developed and placed on social media and network.

Potential Partners for Goal #3:

- Contractors
- Council Members
- DD Network
- Self-Advocacy/Advocacy Groups
- Independent Living Network
- See also those partners identified in the State Plan

Council Engagement

Innovative Approaches

Sheryl Matney shared some ideas for broadening and deepening Council member engagement in the work of the Council. She mentioned:

- Moving meetings around to different areas of the state and inviting the public to provide input, e.g., World Café, potlucks
- Making quarterly visits to the Congressional delegation when they are here in Arizona
- Examining the Congressional districts of grantees and letting their representatives know the Council is supporting their area
- Including Council members in grant monitoring
- Engaging Council members in recruiting new Council members
- Having a Council member follow up when someone else misses a meeting and providing information on what they missed
- Having current Council members mentor new Council members
- Having Council members give the Committee update reports
- Having Council members review proposals (but she noted there can be issues with this; safeguards are needed)
- Asking members what they want out of meetings

- Engaging Council members in discussions around leadership—how can the Council play a leadership role in the community?
- Adopting the Carver model of policy governance, in which the Council plays a policy role and the Executive Director manages the business of the Council within certain parameters
- Spending more time in Council meetings on sustainability rather than operational matters
- Having grantees present at Council meetings or going out to meet at grantees' locations
- Empowering Council members to go back to their communities and take a leadership role; supporting their self-advocacy

Council members also suggested:

- Using a consent agenda for approval items on the agenda

Individual Engagement

Council members wrote down their ideas about how each of them individually could become more engaged with the work of the Council. Following is a summary of their written comments:

- Participate in monitoring visits; contract review (4 mentions)
- Educate myself; stay more knowledgeable about issues pertaining to the Council's work outside of meetings; learn about what resources are out there for people with disabilities (3 mentions)
- Organize and lead a discussion for the Council on a current issue (e.g., employment) (2 mentions)
- Prioritize Council work; prioritize my calendar (2 mentions)
- Be more active in reporting back to Council on issues; be more disciplined to follow through on reading/review assignments
- Speak to business owners about hiring
- Be more proactive in approaching staff regarding what can I do to help and how to be more engaged
- Connect more with consumers

Committee Engagement

There was tabletop discussion about how Council Committees could promote and support member engagement in their work. Responses were shared with the full group. Following is a summary of the comments:

- Members could be given and do homework related to the work of the Committee; work could be shared among members
- Members could give part of the Committee report at Council meetings; make reports more concise and interesting
- Council members could lead discussions about topics germane to their Committee at Council meetings
- There could be more peer encouragement of involvement
- Members could be more involved in the development of requests for proposals
- There would be a quorum at Committee meetings so members who have had to arrange transportation are not waiting for the meeting to materialize, or sitting home because it has been cancelled at the last minute

Council Support for Engagement

There was tabletop discussion about how the Council could promote and support member engagement in its work. Responses were shared with the full group. Following is a summary of the comments:

- Hold evening meetings so others can attend
- Hold six meetings per year
- Provide more advance meeting notice; provide advance notification of changes and cancellations
- Provide information on national issues; help members become informed on these matters
- Be more proactive
- Include members in monitoring visits
- Hold town halls
- Provide for more member interaction with persons with development disabilities
- Provide for more member interaction with contractors
- Free up the agenda to make such interaction possible
- Foster leadership development among persons with developmental disabilities (it was noted that this would be a good outcome measure)
- Be aware of the impact of an insufficient quorum on self-advocates travel/time
- Provide more orientation and induction into what the Council does

Indicators of Success

Council members did some thinking about what it would look like if Council members were fully engaged. Following is a list of their ideas:

- There would be better attendance at meetings
- There would be more discussion at meetings
- More things would get done
- The public would come to meetings
- There would be more public comment at meetings
- There would be more response to surveys
- There would be more comfort approaching members for help
- There would be increased participation of those not typically engaged

Public Policy

Members were provided with a legislative update prepared by the Morrison Institute for Public Policy. After some introductory remarks by the Executive Director, members engaged in a full group discussion about the role and functioning of the Council with respect to public policy. It was noted that the Council could play any of the following roles, depending on the issue: 1) directly advocate, 2) train/prepare self-advocates, 3) provide information on proposed policy and the implications of it. All of these roles are critical and all have their place. There was agreement that public policy is more than State legislation. It includes municipal ordinances, business practices, State agency policies, and more.

There was agreement that the Council should be a “go-to” organization for policy makers. Members want the Council to be perceived as effective and influential. This was noted in the retreat last year, but we are not there yet. Council members need a more in-depth understanding of the process in order to be effective public policy advocates. There was interest in the Council contracting with a government

affairs consultant who could help them understand and navigate the public policy world. The consultant needs to do more than bill tracking; they need to help Council members and staff understand what is happening and the implications.

There was discussion about an appropriate role for the Council, given its mission and the fact that it exists under an Executive Order. The Council could play a key role as educator and connector, but it would need to be nimble in order to do this effectively. Sometimes the Council might take action as a Council; other times it might provide information to stakeholders who could decide whether they want to take action in their own right, separate from the Council. Absent a specific vote or direction by the Council, the Executive Director could comment on whether a specific policy was consistent with the Council's mission, vision, values, and the State Plan. With the aid of a public policy consultant, the Council could do "surveillance" and then get information on the implications of a specific policy action to interested parties, including self-advocates and family members, on a proactive basis. All information provided should be user-friendly.

The role of the Public Policy Committee needs further discussion. There was also a question about who has the lead on cross-disability issues.

Reflection on the Retreat

Participants completed the Meeting Evaluation and Reflections form. Results are included as Attachment 1. They shared some of their reactions with the full group, noting that the day had been very productive. All who commented said they were satisfied with the results of the day.

Next Steps

Larry Clausen and Will Humble wrapped up the meeting. Meeting notes will be prepared by the facilitator and shared with the Council. The Council will discuss next steps at its next meeting in June.

Adjourn

Chairperson Will Humble adjourned the meeting.

Attachment 1

Meeting Evaluation and Reflections

What was the most important thing that happened in the meeting today? Why?

- I think meeting with members and engaging in ideas for improving Council performance
- Increasing presence at legislature because it's important
- Progress on a public policy process and agreement to secure a contract
- The work on the goals and objectives. It helps us solidify our purpose and goals, along with how we are going to accomplish them
- Modernization of 5-Year plan
- Discussion on Council member engagement
- Website production presentation. Informative lobbyist – new idea
- Getting folks together outside of the open meeting format
- Coming together. Philosophical clarifications
- It is important for the Council members to be able to dialogue informally and to get better acquainted
- Everyone did a great job
- Review/update from staff of projects/objectives
- Learned what each new committee was about and who was on them
- We fine-tuned the objectives of the 5-Year plan

2. What did you like about today's meeting? What worked well?

- Small groups worked real well
- The breakout sessions were great. It gave us a chance to actually work with others that are on our committee
- We met in groups based on our goals
- All opinions were heard
- That it had more time and didn't feel as rushed as a regular meeting. The layout worked well
- Efficient format – break-out groups work well
- Talking within our Committee, building relationships with other Council members
- Sheryl Matney
- Love hearing from Sherry
- Ideas bounced around
- Good interaction, good visioning
- Getting to know each other, clarify to where we are going
- Everything went on time
- I think everything went well
- I think it was much better than last year's meeting
- I liked how we worked with the different Committees
- I appreciated the outside facilitation. I like having the national expert available

3. How can we improve on the meeting process (timing, facilitation, the way activities and discussion were structured, opportunities for everyone to be heard, etc.)?

- More members need to attend – and stay for meeting
- More small group discussions. Gives everyone a chance to be heard and makes it less intimidating to speak

- Well planned and facilitated as is – can't think of anything
- Shorten – 4 hours
- I think we could have accomplished things in a shorter time period
- Have people switch up groups
- Layout of tables, face each other for discussion, yet put Committees together for group discussions or provide extra tables for such separate to "U" shape
- Seems good to me. Good site. Day other than Friday?
- Longer breaks to conduct regular business
- The morning portion was a little too much review for me, but I understand it may be needed to get people up to speed
- Let other people talk
- I like visiting grant sites
- People need to arrive on time if possible. There was still a lot of side conversation.
- Want to hear more about what other Councils are doing
- I was only there for the first half and from what I saw it was going well

4. Are you satisfied with the results achieved in the meeting today? Why or why not?

- Yes – I like the new ideas and we have gone from being restructured to actually doing something
- Yes – it is a lot more clear
- Yes – I feel we are all on the same page
- Yes – good participation and turnout
- I think we talked about public policy last year and again this year and not sure whether there will be change
- Very satisfied
- Yes – good day. Looking forward to seeing final report
- Yes – I liked the direction and clarification
- More Council involvement
- Yes
- Yes
- Yes
- Yes

5. What suggestions do you have for improving future meetings?

- Should be held at a casino. Personally, Talking Stick would be nice
- Less business stuff, more on outreach and initiatives to help people. After this meeting, I feel that we are going to try to accomplish that. It seems we want that
- Great job – none at this time
- Full attendance
- Timing and B.J. were fine
- Every 6 months vs. annual
- Mid-week, where the group could stay
- Let people know when the meetings are
- See #3. And please feel free to call on me to host a meeting at my restaurant
- More Council involvement
- Maybe a big picture discussion like last year of what kind of role we'd like to see the Council take

- I would like to hear ideas/projects that other Councils are doing. I'd like to have a little more education on national issues/trends in the disability community